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**Denali Commission  
in partnership with the  
Alaska Department of Labor and Workforce Development  
Division of Business Partnerships**



**DENALI TRAINING FUND  
Request for Grant Applications  
(RGA)**

**Eligible Applicants:** Non-profit organizations, educators, industry trainers, employers and community service agencies with the capacity to facilitate training.

**APPLICATION DEADLINE  
OCTOBER 15, 2009  
5:00 PM**

Download an application @  
[www.state.alaska.us](http://www.state.alaska.us)  
click on *Notices*

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## APPLICATIONS MUST BE RECEIVED BEFORE THE DEADLINE

Hard-Copy to:

Alaska Department of Labor and Workforce Development  
Division of Business Partnerships  
1016 W. 6<sup>th</sup> Avenue, Suite 205  
Anchorage, AK 99501

Electronic Copy to: [dbp.grants@alaska.gov](mailto:dbp.grants@alaska.gov)

Questions about this request for grant applications may be directed to:

Carrie Couey  
Denali Training Fund Coordinator  
Alaska Department of Labor and Workforce Development  
Division of Business Partnerships  
1016 W. 6<sup>th</sup> Avenue, Suite 205  
(907) 269-4551  
Question email: [dbp.grants@alaska.gov](mailto:dbp.grants@alaska.gov)

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The Denali Commission (Commission) invests significantly in transportation, facility, and energy projects in rural areas around the state. The Denali Training Fund was established by and is 100% funded by the Commission with federal funds to ensure local residents have the skills necessary to become employed on the construction, operation, and maintenance of Commission and other public infrastructure projects in rural Alaska. In partnership with the Commission, the Alaska Department of Labor and Workforce Development (Department), Division of Business Partnerships (Division) administers the Denali Training Fund including management of all pre and post award processes, reporting, and monitoring of all funded projects. All projects selected must meet the appropriate assurances of both the Commission and the Division.

## **SECTION I: Application Submission Process**

**Scope of Service:** The Denali Training Fund prioritizes its funding for training. The two types of training projects funded under the Denali Training Fund are:

- ◆ **Denali Commission Project Specific Training – The first** priority is for training that directly supports Commission related infrastructure projects, leading each training participant directly to employment. This includes construction, operation, and maintenance training for local residents to be employed on Commission infrastructure projects for the Commission's Transportation, Energy, Economic Development, Solid Waste, Health, Multi-Use Facilities, and Teacher Housing programs. This also includes local management training, leadership, and capacity building training.
- ◆ **Other Public Infrastructure Projects – The second** priority is for construction, operation, and maintenance training for other non-Commission funded infrastructure projects, leading each training participant directly to employment. This may also include local management training, leadership, and capacity building training.

Denali Training Fund funds are awarded only for special, one-time only projects or for the start-up of longer term projects. Any projects that are expected to require annual training must include a description of how the training will be sustainable after the initial investment of the Denali Training Fund. Projects must demonstrate regional support, planning, and coordination in the development of the training program. And, employers should make a financial investment in participant training.

**Applications that do not lead directly to participant employment may not be considered for funding.**

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**Application:** Applicants must use the electronic application packet included as a part of this solicitation. Each section of the application is required and has specific questions for which the applicant should provide complete and appropriate answers. The electronic application and budget summary documents can be downloaded from the Internet or can also be requested via email by contacting Carrie Couey at the application email address: [dbp.grants@alaska.gov](mailto:dbp.grants@alaska.gov), or by calling (907) 269-4551. The electronic application and budget summary are locked documents and applicants will only be able to enter information in selected areas of the forms. The amount of space for each question is limited, so applicants must ensure answers are succinct and to the point.

**Budget Narrative and Budget Summary:** The budget section of the application includes two parts: a Budget Narrative and the Budget Summary. The Budget Narrative is in the application and should be used to explain and justify the costs included in the Budget Summary. The Budget Summary is a separate document from the application form, with worksheets that should be completed using the different cost categories. Failure to use these forms will result in the application determined non-responsive and not subject to further consideration.

**Eligible Entities:** Any non-profit or for-profit organization, business, or government agency with the capacity to provide or facilitate the training described in this RGA is eligible. Grants are not awarded to individuals; rather grants are awarded to eligible organizations and agencies.

**Eligible Participants:** Eligible training participants will be eighteen years of age or older and must be residents of a rural Alaskan community who are seeking training that will lead to employment on a Denali Commission infrastructure project or other public infrastructure project. Rural areas are defined as everywhere in Alaska other than Anchorage, Fairbanks, and Juneau.

**Funding Limits:** There is no minimum or maximum amount specified for applications. However, grant requests must be reasonable, practical, and awards are made based only on available funds. A maximum of five percent (5%) will be allowed for the direct or indirect costs of administering the project.

**Application Deadline:** Hard copy and email applications are acceptable and must be received on or before 5:00 pm of the day posted on the cover of this RGA. All applications must include original signatures on the Application Cover Page and on the Assurances Page. Applications without proper signature authority will be considered non-responsive and not subject to further consideration.

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**Note:** Email applications that are in excess of 2MB must be broken into smaller, separate emails to be accepted by the Division's email server. Any applications received after the posted deadline will not be considered.

**Americans with Disabilities Act:** Auxiliary aides and services are available upon request to individuals with disabilities. To make arrangements for auxiliary aides or services, please contact the Division no later than five (5) working days prior to the application deadline. The Alaska Department of Labor and Workforce Development is an Equal Opportunity Employer/Program. All grantees, sub-grantees or sub-contractors must comply with the Americans with Disabilities Act.

## **SECTION II: Pre-Award Process**

**Application Review:** The Division will perform an initial review of all applications as they are received. All complete and eligible applications will be forwarded to an independent review committee for final evaluation. The review committee should be able to easily find and understand responses to the application questions and determine if the application has met the requirements of the RGA. Based on their review, the committee will make recommendations for funding.

**Notice of Intent to Award:** Each application approved through the review committee will, upon receipt of a Notice of Intent to Award, move on to grant negotiations with the Division.

**Notice of Denial:** Each applicant not selected will be notified with a Notice of Denial. Applicants that receive a Notice of Denial have five (5) working days from date of the denial notice to request reconsideration. Requests for reconsideration shall include the reasons for denial identified in the notice and must be made in writing, attention Denali Training Fund, Carrie Couey, Program Coordinator, Alaska Department of Labor and Workforce Development, 1016 W. 6<sup>th</sup> Avenue, Suite 205, Anchorage, AK 99501 or via email @ [carrie.couey@alaska.gov](mailto:carrie.couey@alaska.gov).

**Prior Costs:** Costs incurred by the applicant, prior to the signature of the grant agreement by the Department, are the sole responsibility of the applicant, including the cost for the preparation and submission of a grant application.

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## SECTION III: Award Process

**Grant Agreements:** The Division will negotiate appropriate terms and conditions of the grant award with successful applicants and ensure the due diligence standards are met after issuing the Notice of Intent to Award. All projects funded under this RGA will begin on the date the Department signs the grant agreement signature page.

**Due Diligence Standards:** All non-state agency applicants and any sub-contractors or sub-grantees receiving over \$25,000 are required to go through a multi-step due diligence process to demonstrate their suitability to receive grant funds. Prior to negotiation of a grant award, the applicant must take any necessary actions to ensure they will meet the due diligence standards, to include but not limited to the following conditions. Grant applicants must be:

- In good standing with the State of Alaska.
- In good standing with the Denali Commission and the United States government.
- Maintain adequate insurance, as described in Certification of Insurance below.
- If applicable, an acceptable past grant performer, as determined by the Division.
- Off the state or federal debarment lists.
- Financially capable of administering a grant using generally accepted accounting principles as evidenced through review of the applicant's audit report or financial statements.

Applicants that fail to meet a due diligence condition will be notified in writing of the reason, and will be provided five (5) working days from the date of the notice to correct the deficiency. If the applicant fails to correct the deficiency within the five (5) working days, the grant award may be revoked.

**Certificate of Insurance:** The type of insurance coverage required is specific to the project. If an applicant is not able to provide a Certificate of Insurance meeting the minimum coverage, the applicant must provide documentation to demonstrate it will obtain the necessary insurance coverage. The Certificate of Insurance must demonstrate the following minimum coverage:

- **Workers' Compensation:** Grantees and any sub-grantee or sub-contractor must provide and maintain Workers' Compensation Insurance for all employees engaged in grant work and/or services under the project.

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- **Comprehensive General Liability:** Grantees and any sub-grantee or sub-contractor must have comprehensive general liability insurance with coverage limits of at least \$300,000 combined limit per single occurrence. The policy shall include coverage for the premises and operations, independent contractors, and products, property damage, blanket contractual, and personal injury.
  - **Comprehensive Auto Liability:** Grantees and any sub-grantees or sub-contractors are required to have comprehensive automobile liability insurance for their vehicles used in project activities with coverage limits of at least \$100,000 per person, \$300,000 per occurrence of bodily injury, and \$50,000 property damage.

**Grant Terms and Conditions:** Applicants are required to comply with all the terms and conditions as set forth in the grant agreement. This includes but is not limited to adherence to the grant agreement, any and all attachments, and/or amendments as well as state and federal laws.

## **SECTION IV: Grantee Responsibilities**

**Participant Reporting:** Grantees will complete quarterly progress reports provided by the Division, and submit them by the 15<sup>th</sup> day following the end of each calendar quarter. Progress reports will include narrative updates on the progress of the project as well as statistical data in relation to the grantee meeting the goals and objectives of the project scope. Training participant success stories, quality digital photographs, and the collection of statistical data is a critical component to the continuation of the Denali Training Fund. This information is used to update the Denali Commission federal database and to justify continued program funding.

Upon completion of each project the grantee is required to complete a final progress report to close out the grant.

Each grantee is required to submit a one-page Management Information System (MIS) form signed by each participant. This will include the participant's name, social security number, contact information, training received, employment status, and other additional information. The MIS form is provided by the Division and is due 15 calendar days after the completion of each training session.

**Financial Reporting:** The Division will provide forms to request reimbursement of expenditures outlined in the grant agreement. Expenditures incurred prior to

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the Division's signature on the grant agreement signature page will not be reimbursed. Requests for reimbursement must be supported with clear and concise justification. The Denali Training Fund Grants Administrator, Chari Henton, will guide grantees through this process.

**Monitoring:** All grantees are subject to monitoring. This will include but is not limited to review of grantee files and records to ensure adherence to the project scope, objectives and goals, training schedules as well as financial compliance. Monitoring may be conducted on site or through written requests for information.

**Media and Publications:** The publications of any brochures, flyers, program descriptions, news articles or other media materials related to the grant project will contain appropriate credit for the funding by the Alaska Department of Labor and Workforce Development, Division of Business Partnerships and the Denali Commission.

**Confidentiality of Participant Information:** All grantees, sub-grantees or sub-contractors must keep social security numbers, identifying information, and personal information confidential in accordance with state and federal law. Failure to maintain the confidentiality of such information may subject a disclosing party to civil or criminal liability and is grounds for termination of any grant agreement entered into pursuant to this request.